

# Transportation Improvement Board

## *SCOPE CHANGE REQUEST GUIDELINES*

### ASSESS SCOPE CHANGE MERITS.

- Enumerate the reasons for the scope change.
- Is the scope change substantiated by traffic, environmental or other studies?
- Does the proposed scope change meet the long term needs (say 15-20 years.)?
- Is the requested revision supported by council action?
- Is the revised project consistent with local or regional plans?
- If the scope change is due to cost considerations:
  - Are there any design features that could be omitted or down scaled and still retain the capacity improvements?
  - Identify cost saving measures instituted.
  - Was a VE study done? What recommendations were implemented? How much saved?
- If the scope change involves reducing R/W acquisition.
  - Is an alignment shift possible and would it reduce R/W costs?
  - Would easements, fill or cut slope revisions reduce the R/W required?
  - Can future R/W needs be met by developer agreements?
- What would the costs be if the scope change request was denied?

TIB STAFF WILL INTRODUCE THE PROJECT TO THE COMMITTEE, THEN TURN IT OVER TO THE AGENCY TO PRESENT THE SCOPE CHANGE REQUEST.

- Presentation limited to 15-20 minutes, about 10 minutes for questions.
- Use charts or arials for display, and supply handouts at committee meeting.
- Be prepared to answer the questions;
  - What if TIB doesn't grant the scope change request? How is the project affected?
  - If WSDOT is involved, what is their position on the change in scope?
- Lead agency must be at the Committee meeting. Other involved agencies may attend at the lead agency's discretion.
- The lead agency should be prepared to answer detailed questions on the project as the committee members are very knowledgeable on transportation projects.

THE **INCREASE COMMITTEE** , AFTER REVIEWING THE SCOPE CHANGE REQUEST, WILL MAKE A RECOMMENDATION TO THE BOARD ON THE ACTION TO BE TAKEN.